

February 1, 2021 – Meeting Canceled

May 3, 2021 – Meeting Canceled

August 2, 2021 – Meeting Canceled

**STRASBURG BOROUGH CIVIL SERVICE COMMISSION**  
**November 1, 2021 – 7:00 P.M.**  
**MINUTES**

**Members Present:** H. Dale Spaulding, Chairman  
J. R. Johnson, Vice Chairman  
John Imhof

**Others Present:** Nick Ferretti, Chief of Police  
Steven Echternach, Borough Manager

**Call to Order:** Dale Spaulding called the meeting to order at 7:05 p.m.

**Minutes of November 2, 2020:** A motion was made by J. R. Johnson, seconded by John Imhof, and passed unanimously to approve the minutes of the November 2, 2020 meeting as printed.

**Unfinished Business:** None

**New Business:**

**Full-Time Police Officer Position:** A motion was made by J. R. Johnson, seconded by John Imhof, and passed unanimously to authorize the Chief of Police to begin the process of creating an eligibility list for the position of a full-time police officer opening in January 2022.

**Other Business:**

**2022 Meeting Schedule:** It was brought to the Commission's attention that Civil Service Commission meetings will be scheduled and advertised for the first Monday of every month for 2022. Meetings will be held at 7:00 p.m. with exception of the January 3, 2022 meeting, which will be held at 6:30 p.m.

**Adjournment:** A motion was made by J. R. Johnson, seconded by John Imhof, and passed unanimously to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

*Kim Rubincam, Clerk*

**STRASBURG BOROUGH CIVIL SERVICE COMMISSION**  
**December 13, 2021 – 7:00 P.M.**  
**MINUTES**

**Members Present:** H. Dale Spaulding, Chairman  
J. R. Johnson, Vice Chairman  
John Imhof

**Others Present:** Nick Ferretti, Chief of Police

**Call to Order:** H. Dale Spaulding called the meeting to order at 7:00 p.m.

**Minutes of November 1, 2021:** A motion was made by J. R. Johnson, seconded by John Imhof, and passed unanimously to approve the minutes of the November 1, 2021 meeting as printed.

**Unfinished Business:** None

**New Business:**

**Certification of the Full-Time Police Officer Candidate List** – At this time there is no candidate list. Six applications were received. Four interviews were scheduled, but only three candidates appeared. Of those, two candidates passed the interview and one was disqualified. The top choice is waiting to hear from another department and the second is still in the academy.

**Civil Service Commission Rules and Regulations-** Civil Service Commission Rule and Regulation changes were presented to the Commission. The revisions were as follows;

Section 3. Applications and Qualifications

§ 3.1 Eligibility for Examination – addition of cost of testing fee.

§ 3.4 Age and Residency Requirements – change from applicants must live within a seven mile radius of the police station to twenty-five mile radius.

§ 3.5 General Qualifications – All Applicants – removal of item (d).

Section 4. Examination and Grading Procedure

§ 4.1 General Examination Requirements for the Position of Police Officer – addition of applicant categories.

§4.7 Polygraph Examination – Changes to the polygraph requirements.

§4.8 Physical Agility Testing – Changes to the requirements.

A motion was made by John Imhof, seconded by J. R. Johnson, and passed unanimously to approve the revised Civil Service Rules and Regulations.

**Other Business:**

**Candidate List** – A motion was made by John Imhof, seconded by J. R. Johnson, and passed unanimously for Chief Ferretti to compile a list of candidates from Categories Two and Three of

the newly revised Civil Service Rules & Regulations, contingent upon Borough Council's approval of the revisions at the December 14, 2021 meeting.

**Oral Interview Board** – A motion was made by J. R. Johnson, seconded by John Imhof, and passed unanimously to approve the oral interview board for the next candidate list to be Chief Nick Ferretti, Officer Bradley Klunk, and Officer Jerald Drane.

**Adjournment:** A motion was made by John Imhof, seconded by J. R. Johnson, and passed unanimously to adjourn the meeting at 7:52 p.m.

Respectfully submitted,

*Kim Rubincam, Clerk*